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CENTRAL INTELLIGENCE AGENCY

INFORMATION REPORT

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SUBJECT	ZAFT - Research and Development Project Progress Forms (ZP-4) and Files	DATE DISTR.	5 January 1955
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This is UNEVALUATED Information

THE SOURCE EVALUATIONS IN THIS REPORT ARE DEFINITIVE.
THE APPRAISAL OF CONTENT IS TENTATIVE.
(FOR KEY SEE REVERSE)

1. The "ZP-4" files were started in the Central Office for Research and Technology (Zentralamt fuer Forschung und Technik) (ZAFT) of the East German State Planning Commission during the processing of the 1954 Research and Development Plan¹. The basic idea was to maintain files in which the most essential data would be available at a glance on all research and development projects, filed according to subject or subject field. This file is still in the process of being set up. During the processing of the 1954 and 1955 Research and Development Plans, only the ZP-4 form sheets were completed on the research and development projects included in the plans. It will probably take several years to complete the entire file as it was originally conceived. This file will then consist of the ZP-4 form sheets on current research and development projects and the corresponding form sheets of the preceding years; it will also include information gathered by ZAFT personnel who have processed research and development tasks related to ZP-4 projects. The completed ZP-4 files will thus give, in cross section and digest form, of the available information on individual fields or projects. The compilation of the data, as well as the keeping up to date of the ZP-4 form sheets, is the task of the ZAFT expert (technischer Sachbearbeiter) responsible for the specific research and development project.
2. During the processing of the 1955 Research and Development Plan, a change in the organization of the ZP-4 files was made. In the future the files are no longer to be kept according to individual research and development projects but rather according to Work Groups (Arbeitsgruppen). Each Work Group, as a sub-unit of its Work Circle (Arbeitskreis), deals with a specific research and development field which, in turn, may or may not be subdivided into several individual research and development projects. From 1955 on, the ZP-4 files, and in particular the ZP-4 form sheets, will be kept according to such Work Group fields.
3. The ZP-4 form sheet lists all research and development projects which are to be handled by the Work Groups in question during the current year, as well as other research and development projects not actually handled by the group but which may have bearing on their particular work. The projects are divided into three categories:

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NOTE: Washington distribution indicated by "X"; Field distribution by "#".

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- a. Projects which are processed in the Work Group to which the ZP-4 form sheet applies. These projects are designated by the letter "a".
 - b. So-called TA projects (Teilaufgaben Themen), i.e., projects which do not fall directly into the field of the Work Group in question but may be related to the Work Group's research and development projects. In these related projects, the advice of the Work Group or any of its members may be sought by Work Groups or their members who deal directly with the TA projects. These projects are designated on the ZP-4 form sheet by the letters "TA".
 - c. Research and development projects which are not wholly or partly dealt with by the Work Groups in question, but which are considered to be of interest to the members of the Work Group because of scientific-technical interrelations between them and those projects which are directly processed by the Work Group. These projects are called "informative projects" (informative Themen) and are designated by "inf".
4. Each project is also classified according to the ZAFT decision on its inclusion into the Research and Development Plan. This decision is indicated with one of the three figures (1), (2), or (3), according to the following table:
 - (1) designates projects which were approved for implementation during the current Plan year;
 - (2) designates projects which were approved in principle, but not included in the Research and Development Plan of the current Plan year and which were marked for implementation in either the next Plan year or in one of the following years;
 - (3) designates projects which were disapproved.
 5. The ZP-4 form sheet also lists all research and development centers (either institutes or the research and development departments of industrial enterprises) in which any of the projects mentioned on the sheets, including all categories, is or was carried out or was intended to be carried out. The sheet does not list the names of the scientists engaged in the various projects, but the names and pertinent data on these people are kept in the ZP-4 file containing the current ZP-4 form sheet and its predecessor sheets. In addition, the form sheet lists the funds allocated to every approved research and development project marked on the sheet. It also lists the planned completion dates for each project as well as the date when the project was actually completed.
 6. Another important item listed on the ZP-4 form sheet is the "completion performance" (Abschlussleistung) of every completed research and development project. This performance can be any of the following categories: study of literature; preparation of semi-technical experiments; carrying out of semi-technical experiments; evaluation of semi-technical experiments; construction of a full scale technical experimental installation; engineering procedure for production; construction of a prototype; trial and/or evaluation of the prototype; proposals for transfer into production; construction of a production model; production of a zero series². The ZP-4 form sheet thus gives quick information on the status of any research and development project carried out at any time in East Germany.
 7. The technical expert of ZAFT makes out five copies of the ZP-4 form sheet for all Work Groups which fall under his responsibility. One copy goes to the office of Prof. Werner Lange, head of ZAFT. One copy each goes to the heads of the two main scientific-technical departments of ZAFT, i.e., to Dr. Alfred Baumbach, head of Main Department I, and Herbert Roehl, head of Main Department II. A fourth copy goes to the head of the Integral Planning Department, Erich Bauer³. The fifth copy is available to the technical expert.
 8. During the processing of the 1955 Research and Development Plan, tentative preparations were made for making copies of the ZP-4 form sheets available to the heads of all Work Circles. According to this plan, the heads of all Work Circles will receive, from 1955 on, copies of those ZP-4 form sheets which cover all Work Groups under their supervision. While this plan has received the approval of the head of ZAFT it cannot be carried out until approval by higher echelons of the State Planning Commission is received. So far this approval has not been given.

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2. The list of these categories is not complete.
3. The form sheet received its name from this department where it was first conceived. The German name of the department is Zusammenfassende Planung, or in abbreviation, ZP.

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